

**JOB DESCRIPTION**  
**MURFREESBORO PARKS AND RECREATION DEPARTMENT**  
**PART-TIME OFFICE ASSISTANT**

1. **JOB TITLE:** Part-Time Office Assistant
2. **DEFINITION:** The employee is responsible for general secretarial, clerical and receptionist duties and is under the direction of the Administrative Assistant. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having no significant occupational exposure to bloodborne pathogens and as Non-Safety Sensitive; the employee will be subject to post-accident, reasonable suspicion, return to duty and follow-up drug and alcohol testing.
3. **EQUIPMENT/JOB LOCATION:**
  - a. The employee operates a telephone, computer, fax machine, typewriter, copier, and other modern office equipment.
  - b. Work is generally performed indoors. All City facilities and vehicles are smoke free.
4. **ESSENTIAL FUNCTIONS OF THE JOB:**
  - a. Types materials such as publications, correspondence, notices, fliers and other documents.
  - b. Greets the public and ascertains their needs in the absence of other clerical staff.
  - c. Answers the telephone and provides information and routes calls to the appropriate person.
  - d. Collects monies and issues receipts.
  - e. Schedules picnic shelter and community center reservations.
  - f. Files records in appropriate locations.
  - g. Helps keep office area neat and organized.
  - h. Assists in the registration of participants in department sponsored activities.
  - i. Makes copies of materials.
5. **ADDITIONAL EXAMPLES OF WORK PERFORMED:**
  - a. Assists the other office staff as needed.
  - b. Performs other duties and special projects as needed.
6. **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**
  - a. Must be eighteen years of age or older.
  - b. Must have legal authorization to work in the United States.
  - c. One year experience in related work preferred.
  - d. Graduation from an accredited high school including or supplemented by courses in general office practices and typing or equivalent.

- e. Knowledge of English and arithmetic.
- f. Knowledge of modern office practices, procedures and the operation of equipment.
- g. Ability to type accurately from plain copy and from rough draft.
- h. Knowledge of and the ability to use computers.
- i. Knowledge of Microsoft Word required. Knowledge of MS Excel, MS Power Point, MS Publisher, McIntosh Platform, PC Format, Quark 5 and Adobe Photoshop 7 preferred.
- j. Knowledge of and the ability to use digital equipment and scanners for graphic design for pre-press production preferred.
- k. Graphic design experience preferred.
- l. Ability to type 40 WPM preferred.
- m. Possess good communications skills, both oral and written.
- n. Ability to follow oral and written instructions.
- o. Ability to establish and maintain an effective and professional working relationship with other employees and the public.
- p. Ability to appear on time for work and notify the appropriate individual in advance if unable to work.
- q. Ability to perform job responsibilities in a timely manner in order to meet scheduled deadlines.
- r. Ability to concentrate and accomplish tasks despite interruptions.

Non-Exempt  
Non-Safety Sensitive  
07/06/04